

January 2, 2007

City of Grants Pass



RE: Police Officer Application Packet

Dear Applicant:

Thank you for your interest in applying for the position of Police Officer with the City of Grants Pass Public Safety Department. Our Public Safety Department provides exceptional service by combining the strengths of our police and fire personnel. The Police Division of the Public Safety Department is nationally accredited through the Commission on the Accreditation of Law Enforcement Agencies (CALEA) and was the first Department in Oregon to attain both state and national accredited status.

This recruitment process will establish a list of candidates to proceed in the hiring process for future openings. The selection process for the position of police officer includes the following steps: application, physical agility, written & report writer testing, BPAD video testing, oral interview board, tentative offer, background investigation, psychological testing, pre-employment physical and drug screen, and final offer of employment.

The ranking and selection of applicants to proceed in the process includes: experience, certification, education, responses to supplemental questionnaire and meeting minimum qualifications of the position.

Applicants for positions for which a Public Safety background investigation is required and who failed that particular pre-employment requirement will not be considered for any position for which such a background investigation is required for a minimum period of twelve months from the date of application.

Attached to this letter you will find a job description, the City application and a supplemental questionnaire which you must complete and return with your application along with a cover letter. A City application, cover letter and supplemental questionnaire are required. This recruitment will remain open until a sufficient amount of applications are received. Lateral applicants are encouraged to apply. Please send applications to: 101 NW A St. Grants Pass, OR 97526. No late, incomplete, or faxed applications will be accepted.

Entry salary is \$3,844 per month. Successful applicants may be eligible for an accelerated pay scale based on experience, certifications, and completion of the sixteen week Field Training and Evaluation Program (FTEP). Benefits include PERS/OPSRP retirement, Life and Long-term disability as well as generous time off benefits (sick leave, vacation, and holiday compensation time.)

If you have any questions or need additional material, please do not hesitate to call me or Personnel Technician Toni Martin at (541) 474-6360.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dianne Gee'.

Dianne Gee
Human Resources Manager

101 Northwest A Street
Grants Pass, Oregon 97526
541-474-6360

Employment Application
EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

For Office Use Only # _____
Date _____

POSITION APPLIED FOR _____

PLEASE PRINT OR TYPE

NAME _____
Last First Initial

ADDRESS _____
Street City & State Zip

TELEPHONE _____
Home Work Message/Fax

Social Security Number _____ May we contact you at work? ☐ Yes ☐ No

Can you demonstrate that you are a US Citizen or that you are legally authorized to work in the United States? ☐ Yes ☐ No

Driver's License Number _____ State _____ Expiration Date _____

If applying for Police Officer position, are you 21 years of age or over? ☐ Yes ☐ No

Have you previously been employed by the City of Grants Pass? ☐ Yes ☐ No When _____ Position _____

Are you 18 years of age or over? ☐ Yes ☐ No

CONVICTIONS

Have you ever been convicted of a felony or a misdemeanor other than a minor traffic violation? ☐ Yes ☐ No
(Convictions are not an automatic bar to employment. Each case is considered separately.) Please attach a separate sheet that discusses all convictions including date, charge, and disposition.

EDUCATION

Do you have a High School Diploma or General Equivalency Certificate (GED)? ☐ Yes ☐ No

Name of School or Institution City State

SCHOOLS ATTENDED AFTER HIGH SCHOOL OR SPECIAL TRAINING RECEIVED

Name	Location (City & State)	Major	Credits Completed	Certificates or Degrees Awarded

SKILLS AND ABILITIES

List any special training, certificates, professional or vocational licenses, registrations, machine skills, office equipment skills, languages, or other special job-related skills including computer equipment and programs you can operate and typing/word processing speed you may have that are pertinent to the position for which you are applying:

This section must be completed. A resume will not be accepted as a substitute.

EMPLOYMENT HISTORY

Starting with your present or last employer, please list your work experience during the last 10 years, including all non-paid or volunteer work. If you need more space, please attach additional sheets. Explain gaps in employment.

Job Title _____ Start Date _____ End Date _____

Employer _____

Address _____

Phone _____

May we contact this employer? ☐ Yes ☐ No Direct Supervisor _____

Number of people you supervised _____ Starting Salary _____ Ending Salary _____

Reason for leaving _____

Duties and responsibilities _____

Job Title _____ Start Date _____ End Date _____

Employer _____

Address _____

Phone _____

May we contact this employer? ☐ Yes ☐ No Direct Supervisor _____

Number of people you supervised _____ Starting Salary _____ Ending Salary _____

Reason for leaving _____

Duties and responsibilities _____

Job Title _____ Start Date _____ End Date _____

Employer _____

Address _____

Phone _____

May we contact this employer? ☐ Yes ☐ No Direct Supervisor _____

Number of people you supervised _____ Starting Salary _____ Ending Salary _____

Reason for leaving _____

Duties and responsibilities _____

AGREEMENT

I understand any misrepresentation or deliberate omission may be justification for termination or refusal of employment. I agree to undergo psychological screening (when applicable), physical examination and drug screening. I fully understand employment is contingent upon meeting the City's physical requirements. (Note: Physical requirements will be assessed only as they relate to the position applied for. The City does not discriminate on the basis of handicap.) Candidates unsuccessful in any part of the testing process may reapply to test for future openings after waiting thirty (30) days. I HEREBY AUTHORIZE THE EMPLOYERS, SCHOOLS OR PERSONS NAMED ON THIS APPLICATION TO GIVE ANY ADDITIONAL INFORMATION REGARDING MY QUALIFICATIONS AND CHARACTER. I HEREBY AUTHORIZE THE CITY TO REVIEW MY DRIVING RECORD AS WELL AS CRIMINAL HISTORY.

Please read the above and sign _____

Signature

Date

CITY OF GRANTS PASS
AFFIRMATIVE ACTION QUESTIONNAIRE

NOTE TO APPLICANT: The City of Grants Pass is an equal opportunity employer. For the purposes of satisfying State and Federal requirements, your cooperation in volunteering the following information is appreciated. This form will be removed from your employment application and kept separate and confidential.

Name: _____

Position Applied For: _____

Age: _____ Gender: Male ☐ Female ☐

Please check the appropriate box:

Ethnic Origin (select one):

- ☐ **White** (not of Hispanic origin)- having origins in any of the original peoples of Europe, North Africa or the Middle East.
- ☐ **Black** (not of Hispanic origin)- having origins in any of the Black racial groups of Africa
- ☐ **Hispanic**- all peoples of Cuban, Mexican, Puerto Rican, Central or South America or other Spanish culture or origin regardless of race.
- ☐ **Asian or Pacific Islanders**- having origins in any of the original peoples of the Far East, southeast Asia, Indian subcontinent or the Pacific Islands.
- ☐ **American Indian or Alaskan Native**- having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Optional Survey:

I learned about this position through the following source(s):

- ☐ Newspaper (please specify) _____
- ☐ Organization or Group (please specify) _____
- ☐ Newsletter or Journal (please specify) _____
- ☐ City Employee ☐ Employment Office
- ☐ City Web Site ☐ Other (please specify) _____

**DEPARTMENT OF PUBLIC SAFETY
POLICE OFFICER - SUPPLEMENTAL QUESTIONNAIRE**

Please answer the following questions on a separate piece of paper. Please provide your answers in your own handwriting. Limit responses to no more than one-half page. Attach this sheet to your responses.

NAME: _____ DATE: _____

1. Do you possess current certification as a police officer in Oregon or any other State? If so, indicate the type and level of certification, the certifying agency, and any pertinent information regarding your certification.
2. What program of physical fitness do you currently maintain on a regular basis in order to keep yourself at a level of fitness sufficient to perform the duties of police officer?
3. What education and experience do you possess which will qualify you for a position as police officer with the City of Grants Pass?
4. Describe specific jobs that you have held in the past which might qualify you as a police officer. Feel free to discuss specific duties which you feel are applicable to the duties of police officer in this section.
5. Do you currently smoke cigarettes? Yes _____ No _____
Have you smoked cigarettes within the past 12 months? Yes _____ No _____
Do you agree to be and remain a non-smoker during your entire term of employment with the City of Grants Pass as a police officer if you are hired for the position? Yes _____ No _____
6. During your life, what experience(s) have you had dealing with emergency situations? Describe briefly job situations or life experience situations involving emergency responses which will help us evaluate your ability to respond to emergencies in the position of police officer.
7. What experience have you had in the field of public contact? These experiences can include public speaking, teaching, group leadership, youth work, service clubs, etc.
8. Do you have any experience or training in firefighting? Are you willing to be trained in basic firefighting and rescue skills?
9. Explain your experience using personal computers, particular software and whether experience was work or personal related.
10. Why do you desire a position with the Grants Pass Department of Public Safety as a police officer?

I certify that each of the answers given above are correct and true to the best of my knowledge. I understand that any untruthfulness on this form will be grounds for subsequent disqualification or dismissal in the event that I am hired for the position of police officer.

Signed: _____ Date: _____

POLICE OFFICER

Exempt NO
Group Grants Pass Police Association

GENERAL STATEMENT OF DUTIES: Performs police patrol and investigative law enforcement work. Provides initial enforcement work. Provides initial emergency support at fire or other emergency scenes.

SUPERVISION RECEIVED: Works under the general and special instruction of a Public Safety Sergeant, who reviews work through personal inspection and discussion.

SUPERVISION EXERCISED: May serve as a coach and evaluator for probationary police officers or as the responsible officer accompanying a police reserve officer.

KEY PERFORMANCE AREAS:

1. Investigates traffic accidents, prepares reports; directs traffic when necessary.
2. Provides public safety services in the assigned areas of the city.
3. Enforces traffic laws and issues citations or warnings to violators.
4. Makes decision as to correct action to be taken at calls for service.
5. Knows, understand, accepts and implements City and Department policy and procedure.
6. Serves as a community problem solver by action and attitudes.
7. Is responsible for carrying out duties in a manner which is safe, both for the person and community and adheres to ethics of department
8. Answers and investigates citizen complaints and reports; watches for and investigates wanted and missing persons and property.
9. Escorts prisoners to police station and court as assigned; testifies in court.
10. Visits crime and accident scenes; searches for evidence; interviews victims, suspects, and witnesses; apprehends violators.
11. Sizes up fire and rescue situations; sets up fire suppression equipment (i.e. deploys and connects fire hose, raises ladders, operates fire hydrants); provides emergency medical aid.

POLICE OFFICER, Continued

DESIRABLE QUALIFICATIONS:KNOWLEDGE

of police techniques and procedures, methods of investigation, patrol procedures and related activities or ability to learn.

of personal computers, experience with word processing desirable.

SKILL

In the use and care of firearms and other standard police, fire suppression, or emergency medical equipment, and in the safe operation of motor vehicles.

ABILITY

to deal effectively and tactfully with individuals and groups under adverse conditions.

to perform physically taxing police and firefighting duties.

to analyze situations quickly and objectively and determine a proper course of action.

to remember names, faces and details of incidents.

to communicate well, both verbally and in writing.

to complete departmental training program, including education and experience requirements, and obtain police certification issued by the Oregon Department of Public Safety Standards and Training.

to work various shifts with changing days off.

to be and remain tobacco free during entire term of employment as a police officer, both on and off duty.

POLICE OFFICER, Continued

MINIMUM QUALIFICATIONS:ABILITY

to meet and deal with the public effectively and diplomatically, personally and over the telephone.

and

to work effectively in an environment managing multiple tasks simultaneously while carrying out duties efficiently and objectively.

EXPERIENCE

to deal with a broad spectrum of personalities and needs, both in person or via radio or telephone, while remaining calm, pleasant and in control.

to interact with various employees and community organizations in a positive manner.

to maintain impartiality and objectivity as well as insure confidentiality of sensitive information.

EDUCATION

Graduation from high school or GED equivalent and/or any combination of course work, experience and training which provides the required knowledge, skills, and abilities.

EXPERIENCE

Must be 21 years of age (State Law).

Previous successful experience as police officer or reserve police officer may be helpful.

POLICE OFFICER, Continued
MINIMUM QUALIFICATIONS, Continued

PHYSICAL DEMANDS

Must meet DPSST physical standards Section 259-08-010 (7) C of the Department of Public Safety on Standards and Training: Administrative Rules; to work various shifts with changing days off.

While performing the duties of this job, the employee is regularly required to use hands, ears, eyes, nose and feet. Requires some bending and may be required to occasionally lift items weighing up to 30 pounds.

Must work in daylight and nighttime conditions with limited lighting.

Must work outside for long periods of time in conditions including rain, snow, extreme cold, intense heat, bright sunlight, wind, and dust.

Will work rotating shifts including, days, nights and full day shifts.

SPECIAL
QUALIFICATIONS

Possession of a valid Oregon driver's license at all times during employment with the City, satisfactory completion of background investigation, psychological screening, pre-employment physical examination and drug test.

Must meet residency requirement of 5 air miles of City limits or 20-minute drive of workplace by end of trial service

Must attain and maintain sufficient level of physical fitness and agility to annually pass the agility test.

Approved


 William A. Peterson, Jr.
 City Manager

Date: 27 MAY 05

Adopted by Council Resolution No.
 Revised May 20, 2004